

TAB

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8 June 1954

MEMORANDUM FOR: Assistant Director for Personnel
FROM: Special Assistant for Career Service
SUBJECT: Commendatory Letters to be Signed by the Director

25X1A

1. Recently, at the request of [REDACTED] I prepared for the
Director's signature a letter commending [REDACTED] for
long and faithful service on the occasion of her retirement at age 65
from Government service.

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2. [REDACTED] told me that the Director was delighted to sign such
commendatory letters for all persons who are terminating their employment
in CIA and retiring from Government service either for age or for dis-
ability. The Director feels that it is entirely proper and desirable for
him to signalize that event by a personal letter even though the employee
may have only had limited service with CIA. For example, an employee may
retire with only two years' service in CIA, although his total Government
service is much more extensive. The Director feels that in such a case
he would be acting for the U. S. Government as a whole as well as for CIA.

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3. Figures furnished by the Employee Services Division show that
from 1 July 1953 through 31 May 1954 (eleven months) eleven staff employees
and two staff agents were processed for retirement. This would indicate
a rate of not more than two letters per month which is within the frequency
range [REDACTED] said would be acceptable.

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4. [REDACTED] pointed out that the Director does not propose to change
the policy on awards for longevity which is already established by Regulation
[REDACTED]. In other words, he does not wish, as a general rule, to sign letters
commemorating ten years' service in the field of intelligence, such as the
320 which were prepared for General Smith's signature on a one-shot basis
in 1953.

061622
PRESIDENT [REDACTED] 2011
BY [REDACTED] Sylne
REASON 3 d (3)

DOCUMENT NO. _____
NO CHANGE IN CLASS
 DECLASSIFIED
CLASS. CHANGED TO: TS S O
NEXT REVIEW DATE: 02011
AUTH: HR JN 2
DATE: 1954
REVIEWER: 029725

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5. Samples of letters signed by General Smith and Mr. Dulles can be found in the ten-year letter file. While an over-all form-letter type can be used, it is believed desirable, based on the experience in the [redacted] case, to have a sentence or short paragraph personalized so that it relates specifically to the individual concerned.

6. It is recommended that standard procedure be adopted so that the Employee Services Division, in coordination with the operating component involved, will prepare where appropriate a letter for the Director's signature in the case of each person who is retiring. The letter should be processed at least a month prior to the effective date of retirement and after signature transmitted to the head of the organizational component for appropriate presentation.

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SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	ExO/P	(a)	23 JUN 1954
2	DAD/R	S	JUN 23 1954
3	P.A.S., 29-218	for BARS	24 Jun 54
4	[REDACTED]		
5			
FROM		INITIALS	DATE
1	Chief, PAS	(PAS)	23 June
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: The attached OPM has been coordinated
with Chief, ESD.

LOBBY OWNER
OPM 20-615-2 (S1)

(BATT) 2 72 HN

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	c/p		
2			
3			
4			
5			

FROM		INITIALS	DATE
1	DC/PAS	JK	11 June
2			
3			

APPROVAL INFORMATION SIGNATURE
 ACTION DIRECT REPLY RETURN
 COMMENT PREPARATION OF REPLY DISPATCH
 CONCURRENCE RECOMMENDATION FILE

Remarks: Here's the "official" request. Please work this out with ESD and prepare necessary OPM.

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OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	AD/P	RGR	11 June
2	DAD/P	SC	11 June 54
3	[REDACTED]		
4	for preparing instructions		
5			
FROM		INITIALS	DATE
1	Special Assistant for Career Service	RB	9 Jun 54
2			
3			

APPROVAL INFORMATION SIGNATURE
 ACTION DIRECT REPLY RETURN
 COMMENT PREPARATION OF REPLY DISPATCH
 CONCURRENCE RECOMMENDATION FILE

Remarks: I think this is probably a good idea & the DCI seems to be willing to sign. RGR

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